

## GUIDELINES FOR ADDING AN ADDITIONAL RANGE TO AN EXISTING RERP

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### Step 1: Compile a Range Application Package:

- ☐ Complete the MSF *RiderCourse* Range Information Form (RIF).
- ☐ Take digital color photos of the proposed range area.
  - It is not necessary to have the range painted prior to taking photos.
  - Photos must follow the MSF Guidelines for Range Photographs.
- ☐ For Alternate or Modified ranges, include range diagrams (**required**).
  - For Alternate Ranges (from RETSORG library), submit page one of the proposed range layout.
  - For Modified Ranges, submit your custom-designed diagrams for each range exercise.

### Step 2: Review the Range Application Package:

- ☐ Verify RIF is completely filled out and has all required signatures.
- ☐ Be sure the photos meet MSF Guidelines.
- ☐ For Modified Ranges, verify that all range diagrams meet the requirements on pg. 2 of the RIF.

### Step 3: Submit the completed Range Application Package to one of the following:

- ☐ State or Military Coordinator (required by some states and the military).
- ☐ Submit to MSF using one of the following options:
  - 1) E-mail all documents and photos (.jpg or .gif preferred) to: [rerp@msf-usa.org](mailto:rerp@msf-usa.org)

Tip: Follow up with a separate email to request confirmation that your documents and photos were received.
  - 2) Fax the documents to: 949.727.4217 (Attn: RERP), and email photos to [rerp@msf-usa.org](mailto:rerp@msf-usa.org). **Do not fax photos.**
  - 3) Mail all documents and photos to:

MSF  
Attn: RERP Applications  
2 Jenner, Suite 150  
Irvine, CA 92618

**Allow approximately 21 business days to process applications. Incomplete applications may require significant additional time for processing.**